ITLS Document Management System

SAISD

Presenting:

Microsoft

Intro to Entourage:mac

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Office of Instructional Technology Services * 406 Barrera Street, Room 23; San Antonio, TX 78210 * Phone: 210-527-1400; Fax: 210-281-0257 * Web: http://itls.saisd.net

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For general information on Instructional Technology products and services please contact:

Miguel Guhlin, Director
Instructional Technology Services
Phone: (210) 527-1400
Fax: (210) 281-0257
Email: mguhlin@saisd.net
Web site: http://itls.saisd.net

Direct any questions, comments or corrections to tmills@saisd.net. Your assistance will be greatly appreciated.

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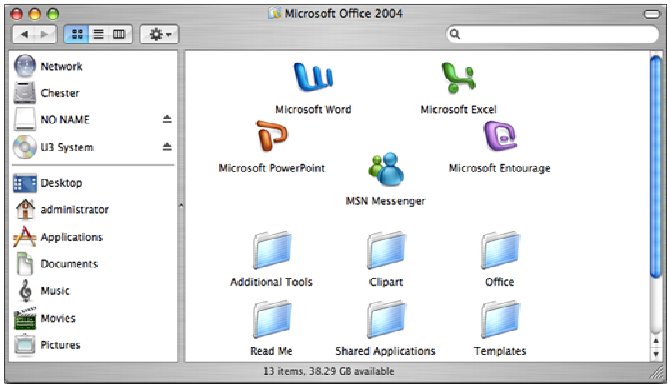
How to access MS Entourage:mac

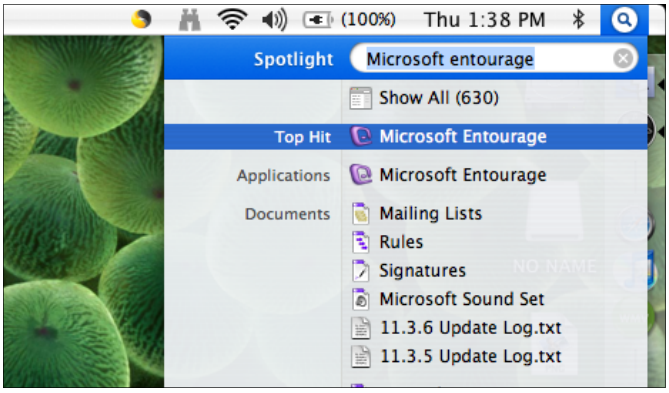
- Through the Applications folder



Inside your computer hard drive:

1. Open the Applications folder
2. Locate the Microsoft Office 2004 folder. Open this folder.
3. Inside should be the Microsoft Entourage program icon. Double click on this icon to open the program

- By using the Spotlight



On your computer's desktop:

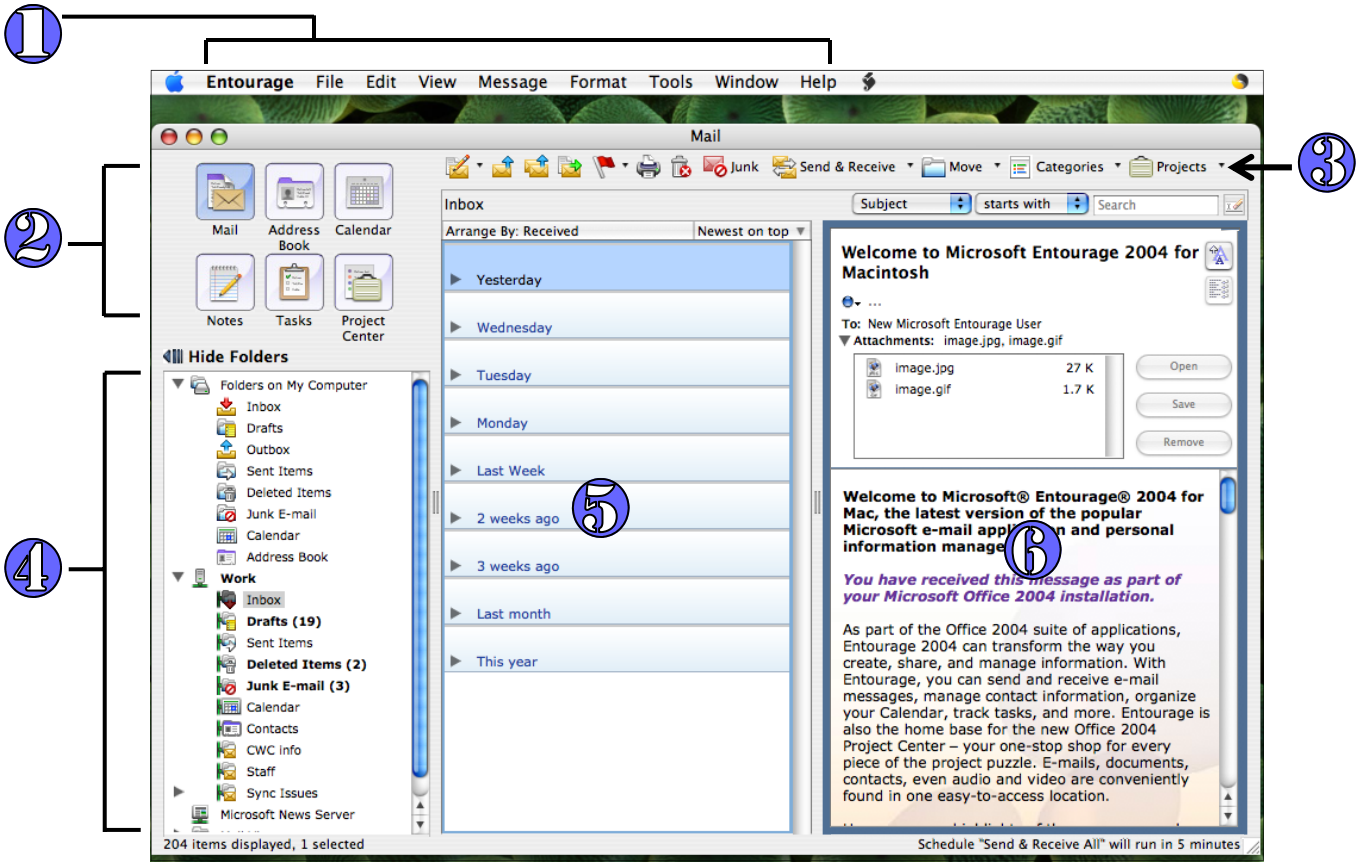
1. Locate the Spotlight icon (it's the last icon on the main menu)
2. Press Command-Space and type in, Microsoft Entourage
3. Click on 'Microsoft Entourage' to open the program

- Through the Dock

If the MS Entourage:mac icon is not located on the Dock:

1. Locate the program's icon (in the Applications folder)
2. Click and drag the program icon onto the Dock.
3. The program will not be available via the Dock

Parts of the MS Entourage:mac window



1 Main Menu.....Shows the name of the program and allows the user to change the appearance of the main window, send message, change the font style, color, and size, and more

2 Navigation buttons.....To switch from one feature to another, such as Mail, Address Book, Calendar, Notes, Tasks, and Project Center

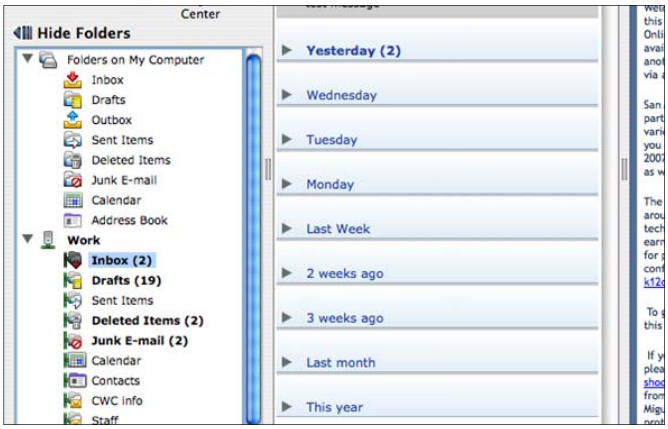
3 Main Toolbar .....This shortcut bar contains the most frequently used icons (create, reply and forward messages, and more)

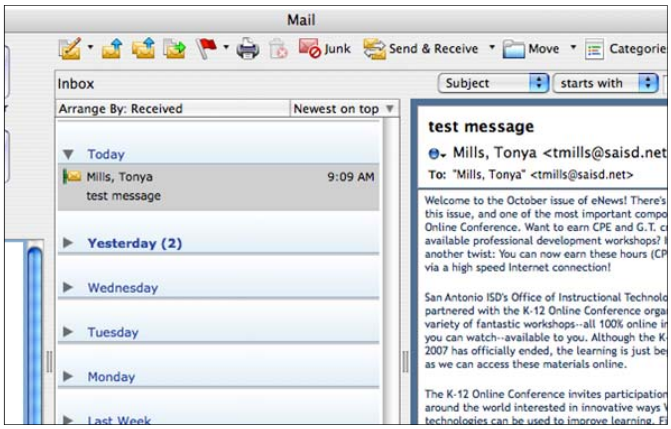
4 Folder List.....Will show folders located on your computer and your default account

5 Message List .....View your Inbox messages arranged by Message Status, Priority, From, Subject, Send, To, and more

6 Preview Pane .....Will display a selected message. To hide the preview pane, on the Main Menu click View, Preview Pane, None

How to view a mail message



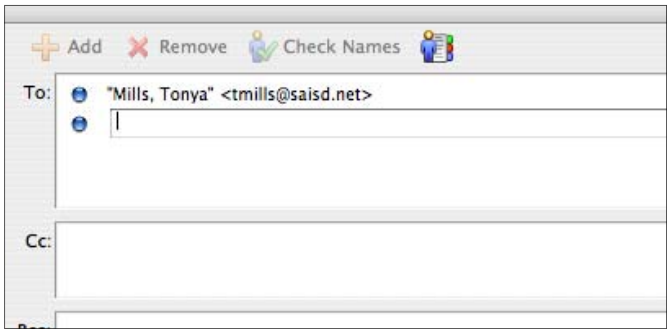


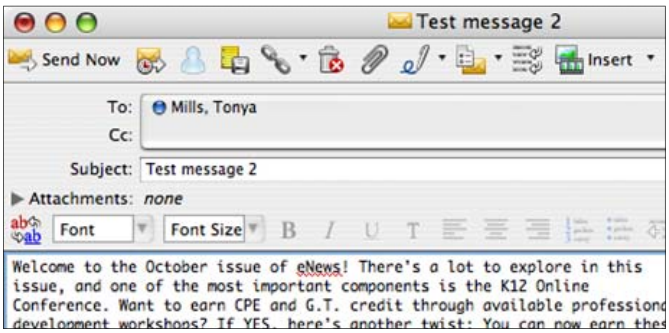
In your default account folder:

1. Click on the Inbox option

   If you have new mail messages, Inbox would be in bold with the number of new message after
2. Your messages will appear in the Message List area
3. To view a message, click on the message summary. The entire message will appear in the Preview Pane
4. To open the message, double click on the message summary. The entire message will appear in a separate open window

How to create a mail message





On the Main Toolbar:

1. Click the **New** (message) icon
2. An address window will appear
3. In the **To:** box, enter the email address of the recipient.

To search for email address

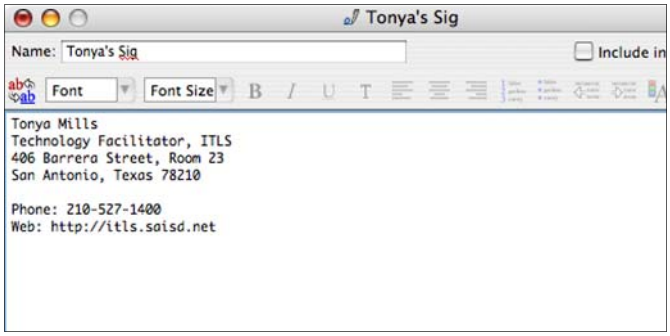
1. Click the Address Book icon
2. Switch to the Default Global Address List
3. In the Search field, type the person's name
4. Press **Enter**
5. Click and drag their email into the **To:** box

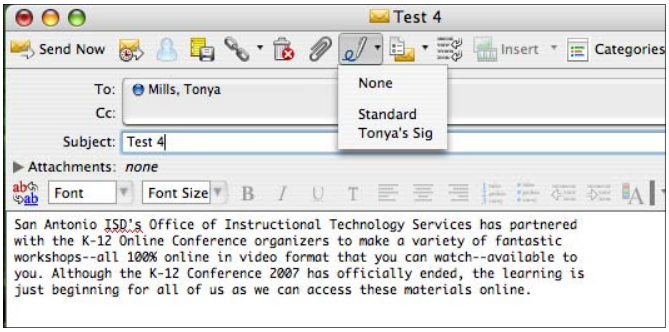
To continue:

1. Click in the body of the message (located behind the address window)
2. Type your message
3. Click the **Send Now** button

How to add your Signature to a message

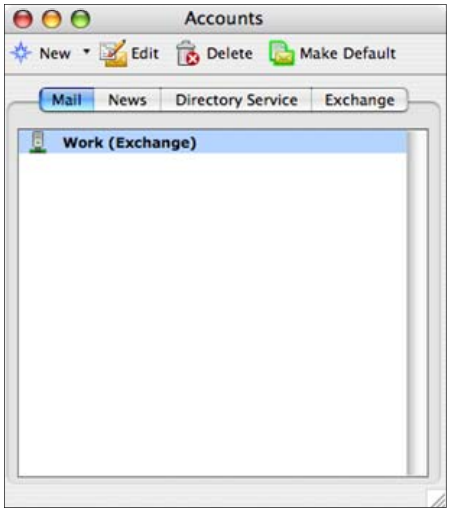
- A signature is any standard text that you want at the end of a message

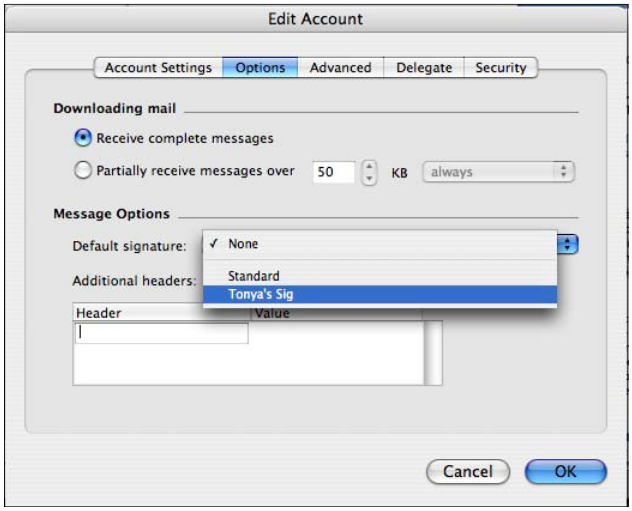




To create your Signature:
1. Click Tools, Signatures
2. In the Signatures window, click the New icon
3. Type a name for the Signature
4. Then type the text in the text window
5. Go to the Main Menu, click **File**, **Save**
6. Close the Signature window(s)

To insert your Signature into a message:
1. Create a new message
2. Click the Signature icon (on the Message Toolbar)
3. Select the Signature from the list



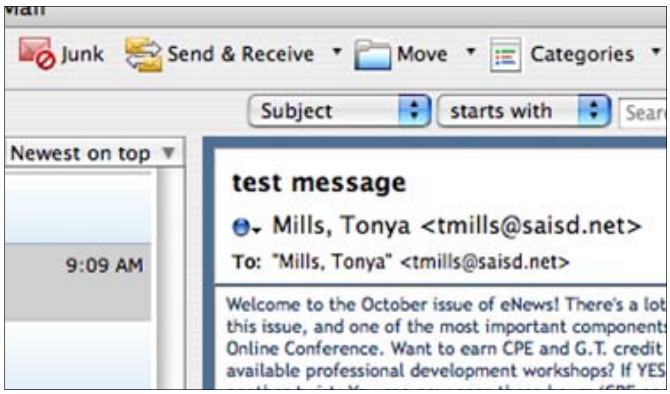


To automatically add a Signature to the end of all messages:
1. Click Tools, Accounts
2. Select and then open (by double-clicking) your default account

In the Edit Account window:
1. Choose the Options tab

In the Message Options area:
1. Choose your Signature from the Default signature drop down menu
2. Click Ok

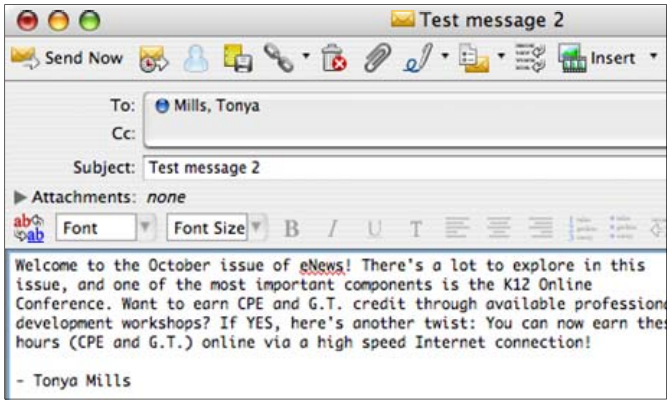
How to check for new messages



On the Main Toolbar:
1. Click on the Send & Receive icon
2. New messages will appear in the Inbox

Note: SAISD's Outlook and Entourage servers automatically check new messages every 9 minutes

How to attach a file to a message



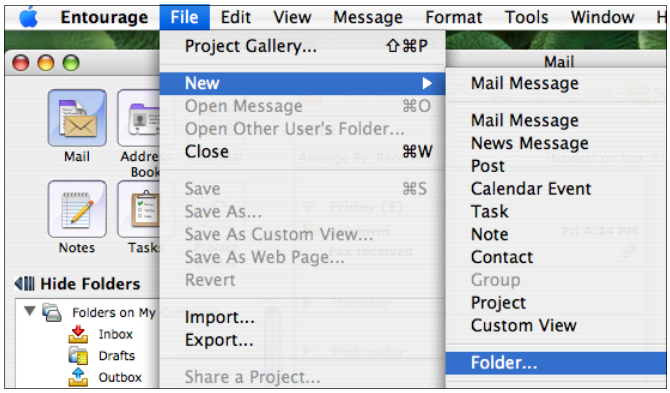
On the Main Toolbar:
1. Click on New icon

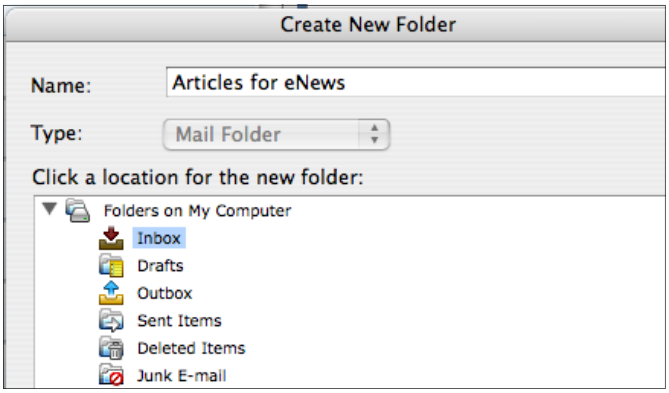
On the Message Toolbar:
1. Click the Add Attachments icon
2. Locate and pick a file
3. Send the mail message

How to create folders

- Entourage will create the following folders in your default account: Inbox, Drafts, Outbox, Sent Items, Deleted Items, and a junk e-mail folder.

- You can create as many additional folders as you want. They will appear either under **Folders on My Computer**, a default account, or under a specific account.

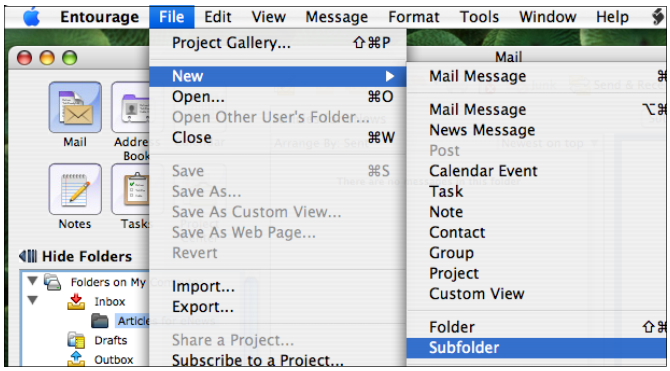




To create a folder:
1. Click File, New, Folder

1. Name the folder
2. Click OK

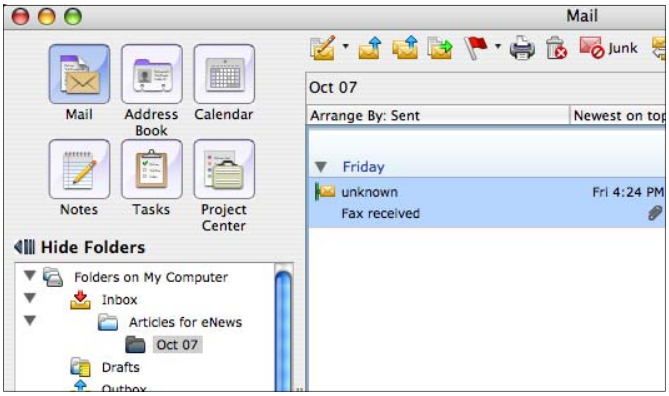
How to create a sub-folder



1. Click on the folder for which you want to create a sub-folder
2. Click File, New, Subfolder

On the Folder List:
1. Press **Backspace** and type in the name of the folder

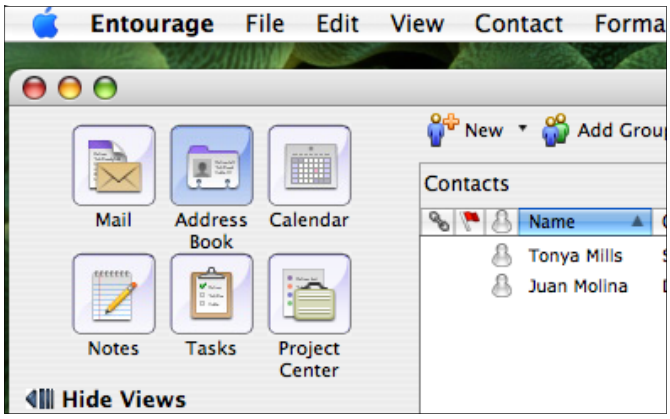
How to move a message to a folder

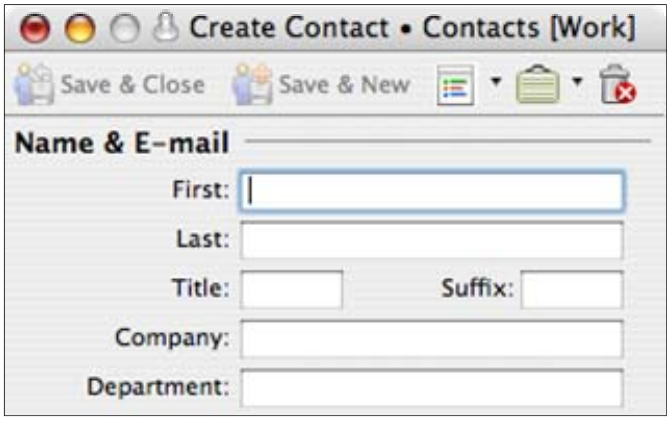


In the Message List:
1. Select the message
2. Drag the message into the folder on the Folder List

Note: SAISD users are limited to 50 mb of storage space on the mail server. To save on space, remember to move mail from the mail server to the folders located on your computer (Inbox, Sent Items, …)

How to create a contact





In the Navigation pane:
1. Click Address Book

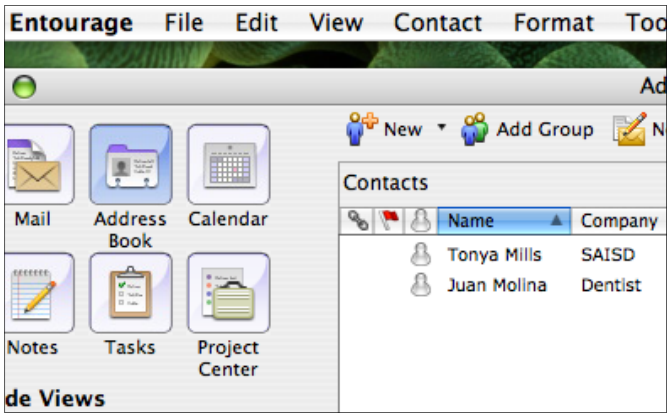
On the Main Toolbar:
1. Click New

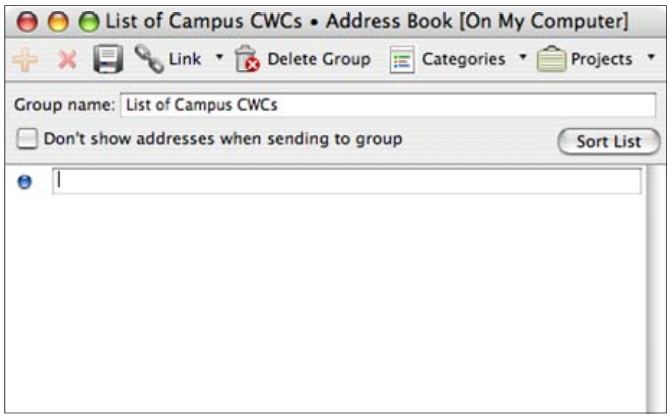
In the Create Contact window:
1. Enter the information you want for the contact

To save this contact:
1. Close the Create Contact window
2. Click Save & Close

To add more information to the Contact:
1. Click the More button

How to create a group





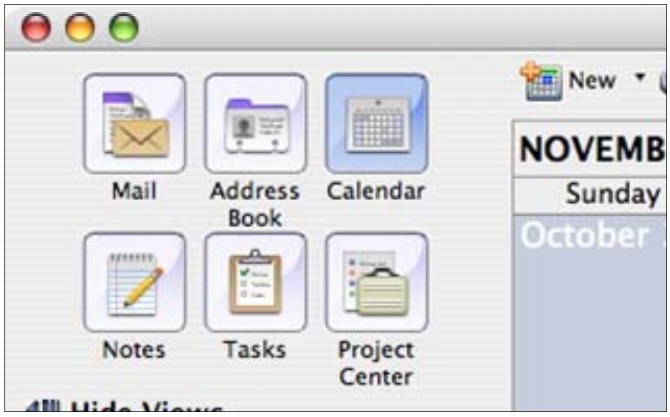
In the Navigation pane:
1. Click Address Book

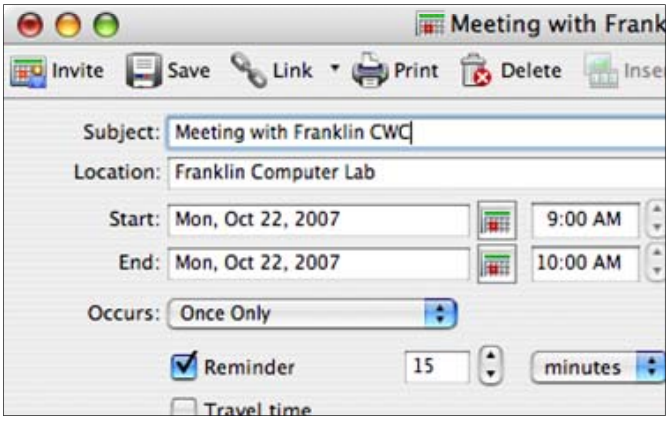
On the Main Toolbar:
1. Click Group

Inside the Group/Contact window:
1. Name the group (This is the name that you will enter in the To box when sending an email to the group)
2. Click in the list box and add your email addresses

To save this group:
1. Close the Group/Contact window
2. Click Save & Close

How to add events to your calendar



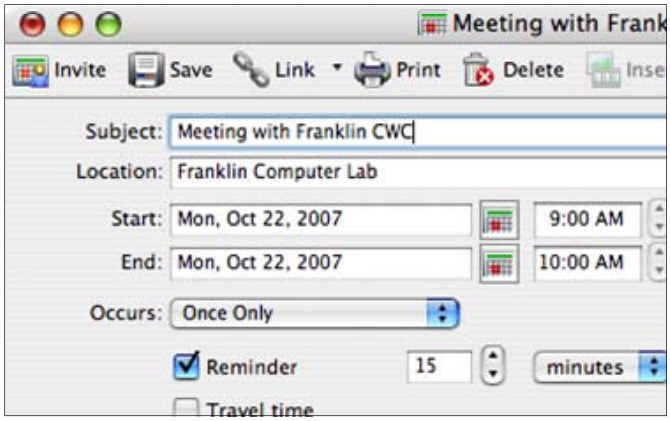


To view your Calendar, in the Navigation pane:
1. Click Calendar

On the Main Toolbar:
1. Click New

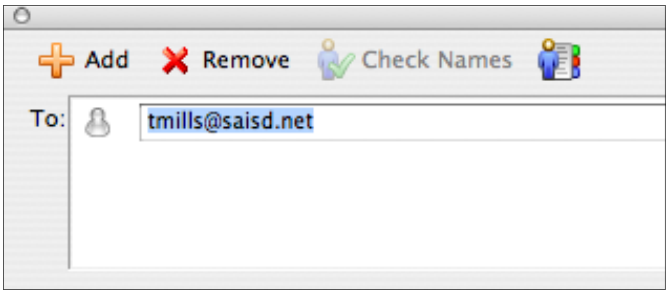
In the Subject box:
1. Type in the name of the event
2. Specify a Location
3. Choose the start and end times of the event
4. Type in a description
5. *To add attachments, click the Add Attachments button*
6. Save the Event

How to set up a meeting



1. Create an event or open an existing event in your calendar

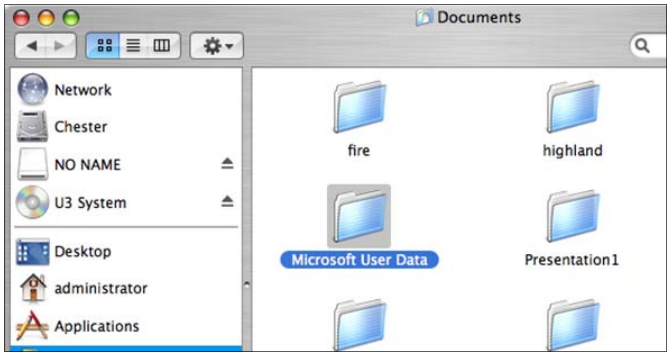
In the Event window:
1. Click the Invite button



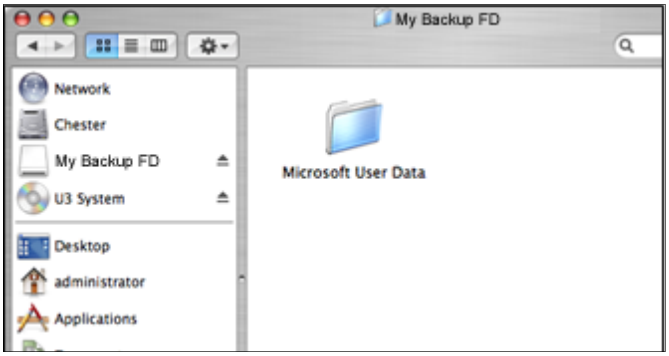
In the Invite box:
1. Type in the email address of a person or a group in your Address Box by clicking on the Address Book icon
2. Click the Add button
3. Close the window and return back to the event
4. Click Send or Send Later to send the invitation to the meeting

How to Back up your MS Entourage:mac data

- This process will back up your Entourage data, such as the address book, preference, local mail and rules.

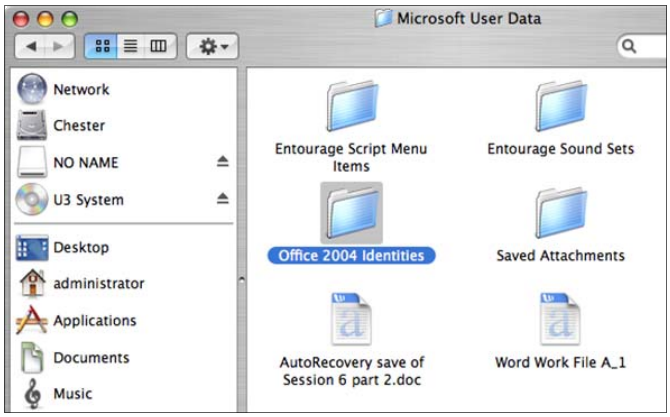


1. Open your Hard Disk Drive
2. Follow this path: /Users/YourUserName/ Documents
3. Locate the Microsoft User Data folder



To create a backup:
1. Copy the entire Microsoft User Data folder to a CD, Flash Drive, external HHD, …

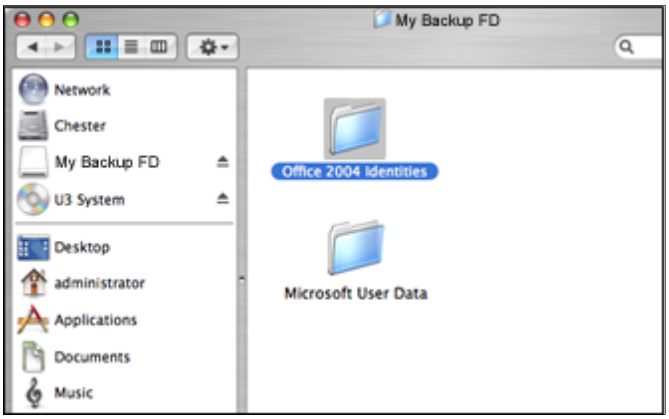
How to Back up local messages



1. Open your Hard Disk Drive
2. Follow this path: /Users/YourUserName/ Documents/Microsoft User Data
3. Locate the Office 2004 Identities folder

To create a backup:
1. Copy the entire Office 2004 Identifies folder to a CD, Flash Drive, external HHD, …

How to restore your Back ups



1. Copy your back up folder from your CD, Flash Drive, external HHD, … to the appropriate directory:

   Entire data file ..... /Users/YourUserName/ Documents

   Local messages ..... /Users/YourUserName/ Documents/Office 2004 Identities